

WNYRIC Advisory Council Meeting
September 24, 2015 — 12:30 p.m. – 3:15 p.m.

Erie 1 BOCES, 355 Harlem Road, West Seneca Room A2

DL Sites: Erie 2 Dunkirk HS, CA Olean DL Room, ON DL Room at Tech Center, GST Hornell HS DL Room

Attendees:

Lynda Quick, CA BOCES	Glenn Niles, Arkport
Eric Lawton, West Valley CSD	Pon Sminiski, Akron CSD
Mike Watson, Allegany Limestone CSD	Don Skotnicki, Erie 1 BOCES
Lynn Fusco, Erie 1 BOCES	John O'Connor, Erie 2 BOCES (attended for Dr. O'Rourke)
Jim Fregelette, Erie 1 BOCES	Brian Russ, East Aurora UFSD
Maria Sommerfeldt, Depew UFSD	Bob Spino, Erie 2 BOCES
Mary Beth Genovese-Scullion, Tonawanda City Schools	Sheldon Soman (attended for Dr. Godshall) O/N BOCES
Karen Cuddy-Miller, Grand Island CSD, Vice Chair	Greg Woytila, North Tonawanda CSD - Chair
Barb Mocarski, WNYRIC	Carol Barber, Erie 1
Jan Mathis, WNYRIC	Jean Rexford, WNYRIC
Jennifer Lilly, WNYRIC	Jim Fregelette, Erie 1
Maureen Taylor, WNYRIC	Pat Hochadel, WNYRIC
Ron Ternowski, WNYRIC	Rosanne Huffcut, WNYRIC

Absent :

Tony Day, Sweet Home CSD	Patricia Hartigan, O/N BOCES
David O'Rourke, District Superintendent Erie 2 BOCES	James Frame, GST BOCES
Maureen Donahue, Southwestern CSD	Rich Calkins, Alfred Almond CSD
Clark Godshall, District Superintendent)O/N BOCES	Christopher Smith, Bath CSD
Joe Steinmetz, Asst. Superintendent, O/N BOCES	Paul Cone, Canisteo-Greenwood CSD
Jason Smith, Superintendent, Lyndonville	John Montesanti, Business Admin. Wilson CSD
Jeffery Hazel, Niagara Wheatfield CSD	Julianna Sciolino, WNYRIC
Michelle Okal-Frink, WNYRIC	

Attending via DL

Tim Cox, Director Instructional Services CA BOCES	Danielle O'Connor, Superintendent, Frewsburg
Mike Pavlock, Technology Coordinator, Scio CSD	Tim Mains, Superintendent, Jamestown
Mike Graf, Technology Coordinator CA BOCES	Margaret Munson, GST BOCES
Tim Clarke, Professional Development CA BOCES	Patrick Flaitz, Hornell CSD

Administrative Items:

- **Call to order**
 - Advisory Council meeting was called to order at 12:30 p.m. by Greg Woytila
- **Greg Woytila- Roll call**
 - Introductions were made by region.
 - Membership updates: None were made

- **Minutes of May 29, 2015**

- Greg asked if there were any questions/corrections regarding the minutes of May 29, 2015 and there were none. Karen Cuddy-Miller made the motion to accept the meeting minutes; Maria Sommerfeldt seconded the motion. The minutes were unanimously accepted. (20-yes 0-no 0 abstain).

- **Approval of September 24, 2015 agenda**

- Greg asked if there were any questions/corrections/additions regarding the agenda for September 24, 2015 and there were none. Mary Beth Genovese-Scullion made the motion to accept the agenda seconded by Lynda Quick. The agenda was unanimously accepted (20 yes 0 no 0 abstain).

Presentation was given on new addition of Cyber Insurance by Greg Hawk and Brett Carruthers from Wright Insurance Company. Erie 1 BOCES has purchased cyber insurance through NYSIR and continues to be willing to discuss options available for districts to purchase their own protection through some sort of consortium such as is done with other consortium pricing. A memo will be going out to districts from Jim Fregelette detailing all insurance information applicable to districts participating in services through E1B. To cover the cost of cyber insurance for the 16-17 school year there will be a \$500.00 increase in central infrastructure code 650.950.

2. Reoccurring Topics:

- **Data Privacy**—Jim Fregelette, Ron Ternowski and Rosanne Huffcut

- Jim shared scenarios where the liability of a security breach can be due to employees not following best practice for data security.
 - Ron shared best practice documents and talked about the need to patch and update operating systems and virus software. He discussed the types of protections in place centrally at the RIC.
 - Ron handed out a Wireless Network Design Considerations best practice document. This is always a working draft and Ron asked once they read it any questions should be directed to him
 - The other handout was Microsoft Active Directory Best Practices some important highlights from the document:
 - Microsoft recommends more than one domain controller
 - Access to domain controllers must be protected from physical and network access
 - Time is critical to the Active Directory Domain Controller
 - The DNS should be used
 - Services such as File services, DHCP and Web Servers should not be installed
 - Backup of Active Directory is critical
 - Active Directory has added the Recycle bin
 - Rosanne shared the link <http://nysdsp.org/> for the data privacy and security website and discussed resources available for districts to use with their employees.
 - All WNYRIC employees were trained on data security over the summer.
 - Dates for Data Security and Privacy overview meetings were handed out.
 - Some of the best practices and good questions to ask about protecting data are:
 - Data inventory – what data is stored?
 - Designate a Privacy Officer – Who is responsible for data management and training?
 - De-identify Data—Use aggregated data where applicable
 - Passwords—Employ password protection strategies
 - Email—Consider security and privacy issues. Do not send personal sensitive information
 - Workstation and File Security—Lock workstations when not in use
 - MCDs—Implement MCD policies and inventory data and equipment

- Technical Issues—Assess technical procedures including perimeter defenses
- Data Access and Permissions—Implement policy and procedure regarding access to data and user account management
- Verbal Communication—Don't share sensitive information with unauthorized people or while socializing
- Paper Copies—Keep paper copies secure
- Data Destruction—Destroy documents and files when no longer needed

ROUNTABLE SUGGESTIONS FOR FOLLOW UP:

- Talk to your insurance carrier to determine where your current insurance policies need updating – Districts and BOCES
- Use the scenario page and/or create your own – Districts and BOCES
- Would you be interested in a consortium for districts for the insurance? – Let Jim Fregelette know
- Bring back other questions you hear – Districts and BOCES discussion at regional tech meetings – WNYRIC/BOCES staff are available to discuss at regional meetings and Jim Fregelette will discuss at Business Official meeting

- **Broadband and Effectiveness of Network**—Ron Ternowski
 - The DR site at Colvin has been moved to the Victory Technology Center
 - The new connections are starting to be installed in the districts. This should be complete by the end of November or December
 - Most districts only take a matter of seconds to cutover, but eight school districts so far have been identified as hot cut overs which will take about 1-2 hours. Once Ron receives the list he will send out to the eight districts. These are the first 8 to be identified and there may be more.
 - Outage repair does have a four hour window

Ron was looking to do DR testing in either the Spring or Summer time. He will break an application on

- purpose to see what exactly happens. He is interested in Summer 2016 dates but will take all suggestions. He will send to Rosanne for testing/data load dates and then get out to the group for discussion.

Smart Schools Bond Act updates—Carol Barber

- Smart Schools handout which talks about the investment plan, smart schools sub-allocations by category, Smart Schools Investment Plan Process checklist, WNYRIC Resources, Future Resources was shared.

Items which were asked for follow up:

- **Question** - A district possibly wants to use Smart Bond funding for restructuring building entries which may include technical solutions such as cameras/swipes. Does this have to be entered as a use in the actual technology planning survey? There does not seem to be an area to talk about this in the plan.
- **Answer** - Any possible use in the security or pre K buckets does not need to be noted in the Technology Plan Survey but it can be. They can put security items in the plan but they don't need to in order to order them for Smart Schools. It's up to the district. Smart Schools Bond Admin folks are not checking to see if the plans match with those types of items, just like they don't need to have a narrative about pre K if they plan to use it for that bucket.

If a district is doing transformative technologies and they never talk about any technology integration with those types of items in their tech plan this is where SmartBond or NYSED would push back. The Certifiers at the RIC are being careful to look for these things before certifying.

Education Law 2d—Barb Mocarski

- No updates at this time

Technology Survey Tool—Carol Barber

- All initial documents were due by July 27th
- All districts but 2 have sent in their first level submissions. Michelle is in contact with these districts they will provide by October 1st.

- Reviews have gone back to all schools
- Once district receives certification the superintendent is allowed to hit the submit plan button
- SED will pull and review random plans
- All districts are required to submit a certified plan in the portal by October 16th.
- Any questions send them to techplans@e1b.org

- **Question** Could the same reviewer please be used when certifying the plans? There seems to be a difference in answers.

Answer: There are only two districts that were done together. (Clarence and Belfast). All other plans have been done by same person. After the August meeting in Albany they needed to go back to all of the districts and have them recheck several items that would not have passed approval because SED changed their stance on several questions for all districts on a few questions, which meant that answers had to be changed. They will be sure to keep same staff reviewing for certification.

3. New Business:

- **Current 2014-2015 793 Plan Highlights--Associate Directors highlighted the following:**
 - 1.1 New broadband is being implemented and should be complete by 1/1/2016
 - 1.2 Moved the DR site from Colvin to VTC (Victory Technology Center). All equipment has been moved and is operational at VTC
 - 1.3 Additional monitoring tools have been purchased and are being implemented such as Solarwinds, Source Fire and Splunk
 - 2.2 Additional webinars listed include o365 & google
PD<http://www.e1b.org/TrainingWorkshops/TechnologyIntegration/CSLO/Workshops/cslowebinars201516.aspx>
 - 2.6 STEAM RFP was awarded on 9/9/15 the following contracts are to follow:
iDesign, Dreambox, A+Educators, C8 Sciences, Brian Hurricane, eSpark, Ten Marks, Answer Pad, Teq, Blue Ribbon
 - 7.1 Financial /HR teams have been working with software vendors on what data is needed to be in the financial systems to be able to produce the 1095 forms for the Affordable Care Act (ACA) reporting requirements. Financial team is also investigating software that could assist the districts in tracking for the ACA
 - 7.5 Financial/HR teams are conducting Webinars as well as providing detailed documentation on how to produce the Staff Tenure and Staff Assignment exports out of the financial software to upload to Level 0. Teams are preparing for the Fall User Group Meetings, which will be held as live and webinar sessions to accommodate the districts' busy schedules.
- **2014 – 2015 Statewide RIC Goals update – Rosanne Huffcut**
 - Solutions for student related data needs are implemented and supported. New and existing contracts have incorporated the data and privacy information provided in Education Law 2d as well as the Erie 1 BOCES Parent Bill of Rights. A process is in place to have districts sign off for each new automated data extracts, as well as for any new vendors. Districts will authorize on an annual basis. Vendors are agreeing to Data Security and Privacy contract language.
 - Assisting districts with the process of the Technology Survey tool. This is due by October 16th
 - District Data Coordinator meetings have been scheduled for the regions.

Standards Committee Minutes and Resolutions (Jan Mathis):

- Networking teams are concerned about performance and support for multiple vendor products. An increasing number of vendors are approaching school districts with new products. The WNYRIC wants to ensure that appropriate support along with security is provided to our school districts.

Below are three (3) recommendations from the WNYRIC Standards Committee meeting held on August 12 2015 for WNYRIC Advisory Council action:

Motion 1: Marty Wende made a motion to change section II. Authority; under letter B. from *The Co-Director, Technology Services*, to read *A member of Technology Services Leadership team* and update the same title under section III. Membership; under letter E. to read *Member of Technology Services Leadership Team* instead of *Co-Director, Technology Services*.

Seconded by: Chuck Marzec

Vote results: 13 yes/0 no (unanimous)

Motion 2: Ron LaVere made a motion to remove Jill Holbrook's name from the comment section of category 17. Tablet devices and replace it with Jan Mathis' name.

Seconded by: Bob Spino

Vote results: 13 yes/0 no (unanimous)

Motion 3: Rob Morgan made a motion to table review of categories 17. Tablet Devices and 7. Printers to the November meeting and to also update Erie 1 BOCES bid number in comment section of Printers to read B15-DP0520.

Seconded by: Marty Wende

Vote results: 13 yes/0 no (unanimous)

Advisory Council approval at this time. Motion to approve the (3) recommendations was motioned by Maria Sommerfeldt and seconded by Karen Cuddy-Miller. The motion carried unanimously (19 yes 0 no 1 abstain)

Informational update:

- **Trending Services--**

- **Cloud Environment**—Jan Mathis

- Handout of Steps for Office 365 Cloud Process and Google Cloud Process were handed out
 - A thank you to Scott Przywara was sent out for all his assistance with districts

- **Data Integration**—Rosanne Huffcut

- Data is shared across applications through a range of technology tools. The district indicates which software applications are being utilized and designates where data sharing is desired. WNYRIC staff analyzes the data needs and determines the most appropriate method of automation among currently available options.
 - Patrick Flaitz thanked Rosanne for all her assistance

- **Awarded RFPs**—Rosanne Huffcut

- STEAM awarded 9/9/15

Round table with each region- Greg asked if there were any questions/issues from each area:

- GST – None
- CA – None
- ON – None
- Erie 1 – None
- Erie 2 – None

Next Meeting Date: December 17, 2015, March 17, 2016, May 27, 2016 DL Sites will be provided prior to meeting

Upcoming Events:

- Tech Fest—September 30th
- WNYRIC Service Presentations—CA December 3, Erie 1 December 9, Erie 2 December 18, GST December 3, ON December 16
- Digital Wave—May 9, 2016

Motion to Adjourn by Mike Watson Seconded by Lynda Quick at 3:15 p.m.

Respectfully submitted
Pat Hochadel